

Construction Addendums and Revisions **Guidelines**



This document will be periodically updated based on latest guidance as well as issues discovered. Any comments, questions or concerns regarding the content of this document should be brought to the attention of:

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It is the Department's goal to advertise a quality contract document to minimize the amount and scope of revisions and addendums. Communication between the Construction and Project Development Sections throughout the project development process is essential to minimize the need for changes. Construction personnel should actively participate in the preconstruction review process to add Construction's input to minimize the need for later revisions or addendums.

When changes are made to the contract documents after contract advertisement, certain changes must be captured in either a construction revision or construction addendum based on when the change is made. It is to be noted, that all revisions or addendums that occur on FHWA Projects of Division Interest (PODI Projects) must be approved by FHWA before the revision or addendum is finalized.

In general, any changes to plans that occur after final signature should be executed expeditiously. The change to the plans must be communicated to all affected support sections for their review and comment.

Construction Plans Addendum

Any change that is made to the Contract Documents during the time of bidding requires that an addendum be processed. Typically, these changes are the result of contractor questions.

Procedure

As soon as an issue arises which could require an addendum, contact the Contract Administration Section as well as Office of Performance Management to verify that an addendum is either required or not. If an addendum is required, the design Project Manager should contact the appropriate support section(s) as soon as possible and coordinate the change with them. The support sections must communicate to the designer any issues or concerns the change will have in their area of review as well as what level of follow-up is required from the designer as they continue to process the change. The support sections who could potentially be contacted for their input and concern include but are not limited to:

- Right-of-Way Section
- Utilities Engineer
- FHWA (for Projects of Division Interest only)
- Traffic Design Section
- Traffic Safety Programs Section
- Environmental Studies Section
- Stormwater Engineer
- Development Coordination Engineer
- Office of Performance Management
- Materials and Research Section
- Project's Area Engineer
- Legal Section

Once initial consensus on the concept of the addendum is received, the designer should fully design and draft the addendum. The addendum should be drafted in accordance with the guidelines

found in the following discussion. At this time, the formal addendum should be circulated to any affected support sections as well as to FHWA for Projects of Division Interest (PODI projects) only.

Any pertinent comments should be addressed. Once all comments are addressed satisfactorily, an addendum form should be processed and submitted to the PSE Coordinator. This addendum form is found on the DRC and provided with this [link](#). The goal of the addendum form is to highlight the Contract Document changes. When it is required due to quantity or items changes, the designer must get control of the Trns*port file and enter the required changes into Trns*port.

Drafting Standards

Addendums to Construction Plans should be done in accordance with the Model Plans on the DRC. Below are several guidelines that should be followed from a CAD standpoint when creating Construction Plan addendums:

- Addendums are numbered consecutively starting with the number 1.
- The addendum number is to be shown inside of a triangular shape.
- Erasures are not permitted on Construction Plan addendums. Any items that are to be deleted should have “X’s” or be “crossed out”. When erasures are abundant, for clarity purposes the entire sheet can be crossed out and a new sheet generated. This new sheet should be the same sheet number only with a suffix of “A”. For example, if sheet 9 is to be erased, sheet 9A should be inserted into the plan set and be preceded by the crossed out sheet 9.
- A triangular shape with the associated addendum number must be placed next to each change or “cross out” in the plans.
- The “ADDENDUMS / REVISIONS” block on the sheet border of each affected sheet needs to be completed on each sheet that is changed as part of a construction addendum. The addendum number inside of a triangular shape must be shown in the upper left corner of the block followed by a brief description of the change. The design Project Manager must initial and date each addendum in this block.
- Construction Plan addendums also need to be documented on the Construction Plans title sheet under the “ADDENDA & REVISIONS” block. The addendum number inside of a triangular shape must be shown in the upper left corner of the block under the “DESCRIPITON” heading followed by a brief description of the change. The Project Manager must initial and date the revision under the “NAME & DATE” heading with CAD drafting software.
- When the addendum is approved, the design Project Manager must initial the title sheet under the “NAME & DATE” heading and next to the proposed addendum’s description.

Construction Plans Revision

Changes that are made to the Construction Plans after the contract has been bid that require formal documentation be made by the Engineer of Record are termed a construction revision. Not all changes made during a project’s construction activities require a formal revision. Items that require a formal revision to be made by the Engineer of Record include but are not limited to:

- Changes that modify a designed element.
- Changes requiring re-computation of hydrology or hydraulics.
- Changes to the roadway box section.
- Changes in profile or alignment.
- Safety related changes.

- Changes requiring additional Right-of-Way, Easement areas, or impacts to wetlands and subaqueous areas.
- All bridge changes except quantity changes and foundation stabilizations not related to spread footing bearing.
- New or updated specifications for materials.
- Addition, deletion, or significant revisions of pay items and their quantities.
- Other items, if approved by the Group Engineer.

Procedure

Generally, changes that will require a Construction Plan revision will be initiated in the field by the Construction staff and may be the result of discrepancies, redesign or field changes. As soon as a change is contemplated in the field, the field staff should contact the applicable Construction Area Engineer. If the Construction Area Engineer agrees with the proposed change, the Construction Area Engineer should contact the design Project Manager. If the design Project Manager agrees that a change should be made, the designer should determine if a formal revision is required to be processed based on the guidance in this document.

It is the responsible design section's responsibility to quickly process any field changes or questions. The designer should prioritize all construction questions or changes to projects that are still in the design phase in order to minimize potential delays or claims. It is also the designer's responsibility to coordinate the change with the appropriate support sections for their input on the proposed change. The designer should contact all the affected support sections as early as possible. When the support sections are contacted, they must communicate to the designer any issues or concerns the change will have in their area of review as well as what level of follow-up is required from the designer as they continue to process the required change. The support sections who should be contacted for their input and concern include but are not limited to:

- Right-of-Way Section
- Utilities Engineer
- FHWA (for Projects of Division Interest only)
- Traffic Design Section
- Traffic Safety Programs Section
- Environmental Studies Section
- Stormwater Engineer
- Development Coordination Engineer
- Office of Performance Management
- Materials and Research Section
- Legal Section

Once initial consensus on the concept of the revision is received from the support sections and Construction, the designer should fully design and draft the revision. The revision should be drafted in accordance with the guidelines found in the following discussion. At this time, the formal revision can be circulated to the affected support sections as well as to FHWA for Projects of Division Interest (PODI Projects) only.

Any pertinent comments should be addressed. Once all comments are addressed satisfactorily, a revision letter should be processed. This revision letter is found on the DRC and provided with this

[link](#). The goal of the revision letter is to highlight the plan changes as well as to document the associated funding changes that are required.

All revisions should be evaluated for the cause by the design Project Managers. If a design error or omission is found, the applicable Project Development Assistant Director should be consulted for further action. Proper documentation is important at this time.

Drafting Standards

Revisions to Construction Plans should be done in accordance with the Model Plans on the DRC. Below are several guidelines that should be followed from a CAD standpoint when creating Construction Plan revisions:

- Revisions are numbered consecutively starting with the number 1.
- The revision number is to be shown inside of a square block.
- Erasures are not permitted on Construction Plan revisions. Any items that are to be deleted should have "X's" or be "crossed out". When erasures are abundant, for clarity purposes the entire sheet can be crossed out and a new sheet generated. This new sheet should be the same sheet number only with a suffix of "A". For example, if sheet 9 is to be erased, sheet 9A should be inserted into the plan set and be preceded by the crossed out sheet 9.
- A square box with the associated revision number must be placed next to each change in the Construction Plans plan sheets.
- The "ADDENDUMS / REVISIONS" block on the sheet border of each affected sheet needs to be completed on each sheet that is changed as part of a construction revision. The revision number inside of a square box must be shown in the upper left corner of the block followed by a brief description of the change. The design Project Manager must initial and date each revision in this block.
- Construction Plan revisions also need to be documented on the Construction Plans title sheet under the "ADDENDA & REVISIONS" block. The revision number inside of a square box must be shown in the upper left corner of the block under the "DESCRIPTION" heading followed by a brief description of the change. The project manager must initial and date the revision under the "NAME & DATE" heading with CAD drafting software.
- When the revision is approved, the design Project Manager must initial the title sheet under the "NAME & DATE" heading and next to the proposed revision's description.